

On-The-Job Training (OJT) Policy Ozark Region

Business services are now the centerpiece of the workforce development system in Missouri. Secretary of Labor, Elaine Chao has cited, “helping employers access the publicly funded workforce development system as the number one WIA reauthorization goal.” We recognize that the most important service that we provide to business is a system that can aid in identifying and hiring employees who have both the work experience and work ethic to productively contribute to the profit line of the businesses that hire them. Therefore, on-the-job training (OJT) will be an allowable activity in the Ozark Region for adults, dislocated workers, National Emergency Grant participants, TANF and other grant populations as appropriate and approved.

The term “on-the-job training” means training delivered by an employer to a paid participant while they are engaged in productive work in a job. The training: (A) develops knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer for additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained. Participation criteria takes into account the content of the training, the prior work experience of the individual, and the service strategy of the organization.

Trainee eligibility will be determined by Workforce Development Specialists who will utilize the Individual Employment Plan (IEP) of each candidate to ascertain if a training requirement is included that could be met by OJT.

It is our intention to provide OJT to new, expanding, and long-established businesses with small to large employee numbers. We will use our best judgement, and current labor market data to determine the number of contracts we write with any one employer in order to maximize training opportunities and employer benefits within the limitation of available resources. We will screen out businesses with part-time, seasonal work, commission only wages, high turnover and layoffs. Our locally established minimum wage requirement for OJT is \$8 hour but we may consider a lower wage for businesses that are located in rural areas as long as the industry is stable or expanding. We may determine it to be necessary to write OJT contracts for a lower wage when the experience and skill level ceiling of the trainee is a consideration. We will give preference to employers who provide a benefit package as outlined in the application process. We will seek union concurrence, as appropriate, before entering into OJT contracts. Business Contact staff will coordinate job development efforts with the Ozark Region’s Business Representative and Business Services Team members.

The internal OJT policies and procedures manual has been developed outlining specific steps in the process. Guidelines contained in the manual follow all regulations contained in WIA Section 663.705.